JMG

JOBS *for* MONTANA'S GRADUATES

STEP BY STEP INSTRUCTIONS:
ELECTRONIC DATA
MANAGEMENT SYSTEM
(eNDMS 2.0)

HIGH SCHOOL 2016

STUDENT VOICE INNOVATE MOBILIZE EMPOWER CONNECT

Montana Department of
LABOR & INDUSTRY
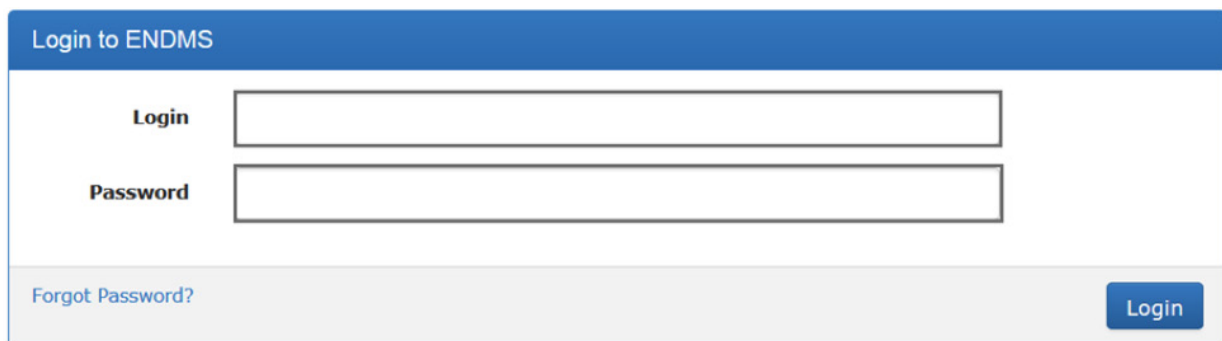
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Accessing The Website

Website

Accessing the website is easy as 1-2-3
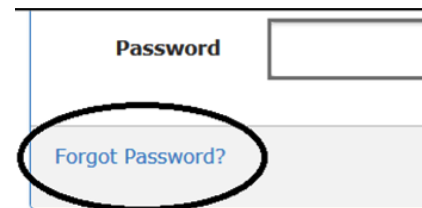
1. **Go to: endms.jag.org**
   Note: The system works best with Mozilla Firefox or Google Chrome. You can use Internet Explorer, but make sure you are using the most recent version.

2. **Enter User Name** – **firstname.lastname**

3. **Enter Password** – *provided by state office*
   Note: Passwords are no longer tracked by the state office. In order to get a new password, you will have to use the "forgot password" link on the login page and follow the prompts. The eNDMS system will require you to enter your username, after which an email will be sent to the address we have on file. Once you receive the email, click the link and reset your password.

Homepage

Functions of the Homepage

Once you have entered your login information, eNDMS will take you directly to your Home page.

The first thing you will notice from the Home page is the ability to communicate with other Specialists, Managers, JAG state affiliate, and JAG Support staff. You can do this by using the dropdown menu under the Message Box.

Below the Message Box you will see messages that have been sent to you. These will be in gray, you have the ability to respond to these messages by typing your response in the comment box at the bottom of the comment thread and clicking [Comment].

Any messages that appear in green are system-generated. When you have completed all follow-up contacts for a specific month or reached a particular JAG standard (ex "5 of 5" placement standards) the system will recognize this and send you a message.

If there is missing data at the end of the month, you will be notified with a message in yellow. Your program manager will also receive the same message. Once the missing information has been entered in the system, the message will turn green.

Home Page Note

You can utilize this system to send messages back and forth to your program manager. However, if there is a matter that requires immediate action an email message will be best. In order to view and respond to these messages your manager will need to be logged in to the eNDMS system.

SECTION 2
# Basic Site Navigation

Navigation Toolbar

The Navigation Toolbar consists of the following links:

- **Home** — Home page for e-NDMS system.
- **Help** — Here you can access the help pages developed by JAG.
- **Enter** — This is where you can enter data including profiles, model services, follow-ups and more.
- **Manage** — Ability to manage and review both job and school placement information in the JAG network.
- **Review** — Ability to run downloads, forms, and reports.
- **Library** — You can access the JAG Library from this link. This information also available at www.jag.org.
- **Username** — Here you can access your user profile, school profile, set preferences, and logout.

Note: Click on the JAG Logo at the top left of the screen to return to the home page.

Navigation Sidebar

The Navigation Sidebar contains all your Active Participants, Archived Rosters, and the ability to create new Rosters and Groups.
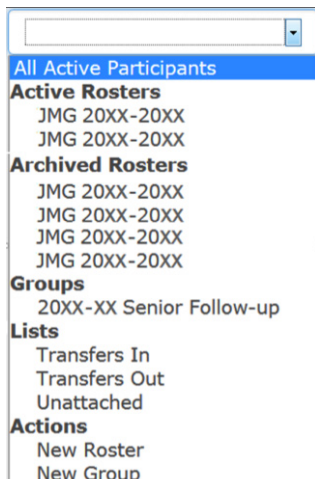
All Active Participants – Using this dropdown list you will be able to select your active roster or group

- **Active Rosters** – Roster for the current or active school year
- **Archived Rosters** – Rosters for all your other past JMG classes
- **Groups** – Groups established to divide students (ex. 1st & 2nd period)

Actions – This is where you can create new rosters and/or groups

Navigation Hints

- Do not use the keyboard enter key to save data. In order to save data, you must use the **Submit** or **Save** button at the bottom of each data entry page.
- Always use the JAG Logo to get back to the home page and the username drop down to *Logoff* of the system.
- Use the keyboard *Tab* to move from field to field, and *Shift + Tab* for moving to the previous data field.
- Some screens you may need to use *Ctrl* to choose multiple items from a list. However, on the Model Services page you do not have to hold *Ctrl* to select multiple students, just click on names.
- Using the username dropdown on the Navigation Toolbar, you can set system preferences. By following the step by step instructions below you can set preferences such as GPA scale, barrier cut-offs, and pre/post-test preferences.

Setting the eNDMS System Preferences

1. Click **firstname.lastname** username at top right of screen.

2. Click **Preferences** on drop down menu.

3. Under Preferences you will be able to set/change:

   · **GPA Scale** (defaults to 4.0 scale)

   · **GPA Max for Barrier A.3** — Use your school's standard

   · **Absences Minimum for Barrier A.7** — Use your school's standard

   · **Pre/Post-Test Preferences**

4. Click Save button.

5. Click on the **JAG Logo** JAG at top left to return to homepage.
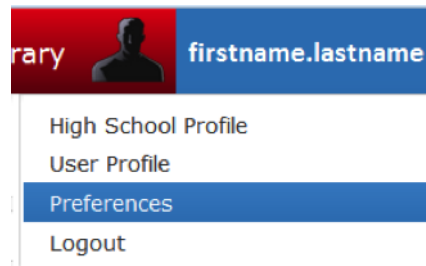
Remember – In order to avoid losing data you must use the save feature at the bottom of each data entry page.

Entering Student Information

Rosters

The Roster is the framework to house a list of students in your JMG class for a given school year.

If you have only seniors, you have a Senior (SR) Program Roster. If you have students from various grades, you have a Multi-Year (MY) Program Roster. *You should have only **one** roster for each school year.* You should use the **Group** feature to create subsets from your roster, such as 1st and 2nd semester or 1st Period, 2nd Period, etc.

Start at the **Home Page**

1. Select the **All Active Participants** dropdown menu in the **Navigation Sidebar**.
2. Click **New Roster** under the **Actions** section of the list.
3. Select the type of roster (Senior, Multi-Year, Out of School, etc.).
4. Key in current year and system will auto populate next year.
5. Enter your **Advisory Committee** names.
6. Click [Submit] button to save roster.

Note: Once you have created roster it will ask you if you have any students continuing from last year. If you do, you will be able to then select those students and add them to your current roster. If you do not you will then be able to move on and create new participant profiles.

Note: If you have a Middle School student that is transitioning into your High School program, you will need to contact your program manager in order to have the student transferred.

Participant Profiles

The Participant Profile is a snapshot of the student when they first enter JMG.

Note: Only **one** student profile is created and entered into the eNDMS database. If a student returns to JMG for a second year, or another year down the line, you will simply add their existing profile to the current roster. Once you have entered your login information, eNDMS will take you directly to your Home page.

Start at the **Home Page**

1. Select current year's roster, the one you just created. (ex. **Multi-Year 20XX–20XX**)

2. Click on **Enter** in the Navigation Toolbar, located in the red banner at the **top of your screen**.

3. Click on **Profile** link in the drop down menu

4. Please select the roster to which you would like to add the student.

Note: Your current roster should default in the Select Roster section. However if you are entering multiple students at one time, or the roster does not default, simple use the drop down menu to select your newly created roster.

Participant Profile Help

Below is a list of required fields necessary to complete a profile:

Identification:
- First Name
- Last Name

Demographics:
- Race

Relative/Friend:
- Relationship
- First Name
- Last Name
- Street Address
- Apt/Suite/Other (if applicable)
- City
- State
- Zip
- Home Phone

Profile:
- Date
- Grade in School
- Employment
- Occupational Training
- Current Living Situation
- Number in Household
- Mother/First Parent's Education
- Father/Second Parent's Education
- Mother/First Parent Employed
- Father/Second Parent Employed
- Free/Subsidized Lunches
- Cumulative GPA
- Absences Last School Year
- Credits Toward High School Graduation
- Class Standing

Groups

The Group feature allows you to create subsets of your roster.

You can set a group for each JMG class if you teach JMG more than one class period a day. Another example would be creating groups if you teach semester long classes. You can have as many groups as you need.

Start at the **Home Page**

1. Use the **All Active Participants** drop down menu in the **Navigation Sidebar**.

2. Select **New Group** in the drop menu.

3. Type in Group Name – such as **20XX – 20XX Semester 2** *(include the year in your title for easier identification)*.

4. Select the roster you wish to select students from and simply click on the students you wish to add to the group you are creating.

5. Click Submit to save your roster.

Note: Once you have a "Group" established in the system, you can view those students simply by selecting that group title in the **Navigation Sidebar.** This feature is helpful when entering model services. Select the group you want to enter model services for example **20XX-20XX Semester 2**. Once you have selected this roster, click **Enter**, and finally **Model Services**. The students in your selected group will be available when entering Model Services.

Updating the Roster

Entering former JMG students from last year's roster

Start at the **Home Page**

1. Select Roster in the **Navigation Sidebar**, left side of the screen (ex. **Senior 20XX–20XX**)

2. Click on the **Edit** button.

3. Click on **Continuations** button, upper right hand corner.

4. A list of students from last year's roster will pull up.

5. Select the students who are continuing on in JMG.

6. Click **Submit** button to add the students to current roster.

Entering former JMG students from roster more than one year old

Start at the **Home Page**

1. Click on the roster the student was on last (ex. **Multi Year 2012 - 2013**).

2. Click on the students name and select the Rosters tab in the grey shaded menu.

3. Under the **Add Participant to a Roster**, select current year roster.

4. Click **Submit** to save changes.

SECTION 4
Tracking Student Achievement

Model Services

Model Services allow the tracking of JMG competencies that are taught to the students, indicating how the competencies were taught and the level of attainment by the student.

Note: Make entering Model Services a habit. Some specialists enter model services daily and other fill out the weekly Model Services Form and enter them each Friday or the following Monday. Consistency is Key!

Start at the **Home Page**

1. Select roster in the **Navigation Sidebar**, left side of screen (ex. **Senior 20XX-20XX**).

2. Click **Enter** link in the red menu bar across top of screen.

3. Click **Model Services** from the drop down menu.

4. Input **Date** of lesson.
   - **Reminder:** The calendar defaults to today's date, make sure to enter the correct date of the lesson.

5. Input **Length** of lesson, the time spent on the lesson in *minutes*.
   - **Time Saver:** If you have worked on the same activity for more than 1 day at the same instruction level, enter one model service for those days showing total class times.
   Example: 2 days @ 50 minutes = 100 minutes at level 2.

6. Select **Activity** from drop down box.

7. Input **Narrative** to describe the activity including all pertinent information.

8. Select the **Competency Level** from the drop down box.
   - Level 1 – Introduced competency,
   - Level 2 – Working on the competency
   - Level 3 – Successfully attained competency

9. Click on **Competencies** of the lesson.
   - **Time Saver:** Hold down *Ctrl* to select multiple competencies. Most lessons cover more than one competency.

10. Click on the students that received the lesson (you do not have to hold *Ctrl* to select multiple students).

11. Click on [Submit] at the bottom of the screen or you will lose all the data just entered

12. e-NDMS will save data and reset screen so you can add additional Model Services if needed.

Note: When entering High School Model Services, please select as many competencies from the "Core 37" (A1-F37) that apply to your model service. You may select additional competencies from outside of the "Core 37" however, this is not required for JMG at this time.

Model Services – Activity Classifications

AR – Academic Remediation
Time spent in or out of class receiving tutoring/extra help in any academic subject. This time can be counted as JMG contact only if arranged by you and used specifically for the purpose of tutoring. This does not include class time given for students to make up work or study for tests.

CA – Career Association
Time spent in or out of class planning, executing, participating in, or following up on Career Association activities other than community service. This includes the LEAD Montana Conference and the IGNITE Montana Conference. (MCA Activities for Middle School)

CS – Community Service
Time spent in or out of class planning, executing, participating in, or following up on community service activities.

ES – Employability Skills
Time spent in or out of class on the Core Competencies. Includes quizzes, assignments, projects, or activities to demonstrate competency attainment. This may include the viewing of films, if the content directly relates to competency attainment.

FT – Field Trips / Guest Speakers
Time spent in class listening to guest speakers or out of class attending field trips to visit businesses or participate in mock interviews, job shadows, etc. Includes field trips for social purposes.

GC – Guidance Counseling
Time spent out of class discussing issues of a more personal nature. It is not necessary to provide a narrative of time spent in guidance, particularly if the subject is of a sensitive nature. This time does not include time spent "hanging out" during study halls or after school.

GR – Group/Social Recreation (For Middle School Programs Only!)
Time spent on fun social activities for middle school students.

OT – Other
Most activities should fit into one of the above categories. This category is for time spent on activities not listed above. Examples might include administration of standardized assessments such as: WRAT, TABE, ASVAB, an SSR period (sustained silent reading), time given for studying or making up work, etc. Again, ONLY use this category if you cannot tie a service back to one of the other categories listed above.

WL – Work Based Learning
Time spent on activities that are in partnership with an employer outside of the classroom. This would include interviews, job shadowing/internships, mentorships, apprenticeships, and school based enterprises.

JMG Suggested Model Service Breakdown

Employability Skills – approximately 30 - 60%

Field Trips/Guest Speakers – approximately 5 - 10%

Career Association – approximately 25 - 30%

Academic Remediation – for Middle School, mainly

Community Service – approximately 10 - 15%

Work-Based Learning – approximately > 5 - 10%

Guidance Counseling – approximately 5 - 10%

Other – please contact Program Manager

You must use the Save **,** Submit **,** Save All Changes **or** Save Changes **buttons at the end of data entry screens to ensure data saves.**

Core Competencies

Career Development

A1	Identify occupational interests, aptitudes and abilities.
A2	Relate interests, aptitudes and abilities to appropriate occupations.
A3	Identify desired life style and relate to selected occupations.
A4	Develop a career path for a selected occupation. (G38, G39, G40, H77)
A5	Select an immediate job goal.
A6	Describe the condition and specifications of the job goal.

Job Attainment (Getting a Job)

B7	Construct a resume.
B8	Conduct a job search.
B9	Develop a letter of application.
B10	Use the telephone to arrange an interview.
B11	Complete application forms.
B12	Complete employment tests.
B13	Complete a job interview.

Job Survival (Keeping the Job)

C14	Demonstrate appropriate appearance.
C15	Understand what employers expect of employees. (G53, H68, H75)
C16	Identify problems of new employees.
C17	Demonstrate time management. (H60, H70, H72)
C18	Follow directions. (H66)
C19	Practice effective human relations. (G51, G52, H64)
C20	Appropriately quit a job.

Basic Competencies

D21-25	(G42, H76, H78, H80, H81)
D21	Comprehend verbal communications. (H65)
D22	Comprehend written communications.
D23	Communication writing.
D24	Communicate verbally. (G49)
D25	Perform mathematical calculations. (G59)

Leadership and Self-Development (Teamwork)

E26	Demonstrate team membership. (G43, G45, G58, H71)
E27	Demonstrate team leadership. (G47, G56, H61, H62, H74)
E28	Deliver presentations to a group.
E29	Compete successfully with peers.
E30	Demonstrate commitment to an organization. (G44, G46)

Personal Skills (Healthy Lifestyles)

F31	Understand types of maturity.
F32	Identify a self-value system and how it affects life.
F33	Base decisions on values and goals. (G54)
F34	Identify process of decision making. (G41, G50, G55, H67)
F35	Demonstrate ability to assume responsibility for actions and decisions. (G57, H69, H79)
F36	Demonstrate a positive attitude. (G48, H63, H73)
F37	Develop healthy self-concept for home, school and work.

Progress Reports

Progress Reports track in-school performance.

Progress reports should be entered for current year and one year prior to entry into JMG. Purpose of the prior year entry is to provide a baseline for performance prior to JMG services.

Start at the **Home Page**

1. Select roster using the **Navigation Sidebar**, left side of screen (ex. **Senior 20XX-20XX**).

2. Click on **Enter** using the menu links in the red box along top of page.

3. Click on **Progress Reports** in the drop down menu.

4. This will bring up the list of all students on your current roster.

   - **Note:** When entering baseline progress report information make sure to click the box indicating "Prior Year" you can then toggle between mid-year and end of year.

5. Enter the student's mid-year and final results from the prior school year

6. Click Save All Changes to save prior year progress report information

Example

Mid-Year Results

- Days Absent – 8
- In-School Suspension – 0
- Out of School Suspension – 1
- Expulsions – 0
- Number of Classes – 6
- Number of Classes Passed – 5

End of Year Results

- Days Absent – 8
- In-School Suspension – 0
- Out of School Suspension – 1
- Expulsions – 0
- Number of Classes – 12
- Number of Classes Passed – 10

Entering Progress Report Data for Current School Year

Start at the **Home Page**

1. Select roster using the **Navigation Sidebar**, left side of screen (ex. **Senior 20XX-20XX**).

2. Click on **Enter** using the menu links in the red box along top of page.

3. Click on **Progress Reports** in the drop down menu.

4. This will bring up the list of all students on your current roster.

5. Deselect the "Prior Year" box and enter mid-year and end of year data as appropriate.

6. Click [Save All Changes] to save current year progress report information.

Progress Reports: 20XX–20XX
- Data entered should be **cumulative**.
- Suspensions and Expulsions are counted in **number of instances**, not number of days.

☐ Prior Year ⦿ Mid Year ◯ End of Year

Participant	Absences	In-School Suspensions	

Progress Reports: 20XX–20XX
- Data entered should be **cumulative**.
- Suspensions and Expulsions are counted in **number of instances**, not number of days.

☐ Prior Year ◯ Mid Year ⦿ End of Year

Participant	Absences	In-School Suspensions	

Mid-Year Results

- Days Absent – 8
- In-School Suspension – 0
- Out of School Suspension – 1
- Expulsions – 0
- Number of Classes – 6
- Number of Classes Passed – 5

End of Year Results

- Days Absent – 8
- In-School Suspension – 0
- Out of School Suspension – 1
- Expulsions – 0
- Number of Classes – 12
- Number of Classes Passed – 10

Progress Report Screen

SECTION 5
Retention Data

Graduation Dates

Graduation Dates are not when entering the student profile.

Please enter your Graduation Dates as early as you know students will be graduating. If possible, please enter Graduation Dates before May 30th each school year.

Start at the **Home Page**

1. Select roster in the **Navigation Sidebar**, left side of screen (ex. **Senior 20XX-20XX**).

2. Click **Enter** link in the red menu bar across top of screen.

3. Click on **Graduation**.

4. Enter the graduation date.

5. Select students that are graduating on that date (you do not have to hold down *Ctrl* to select multiple students.

6. Click Save .

Note: If you have students that have left class and will be graduating with the HiSET (GED) you will have to enter that date separate and select the GED box and hit the save button.
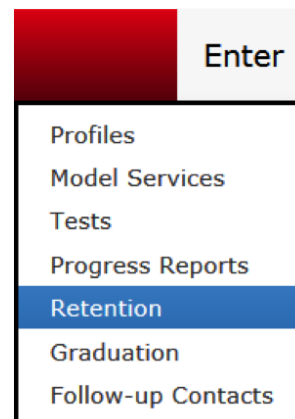
End of Year Status

The Return to School Status tracks the status for students that you had in your program the previous year. Data for each student will be entered in two different areas. One, the End of Year Status, the other the Sept. 30 Status, which records the status of each student from the previous year.

Start at the **Home Page**

1. Select roster in the **Navigation Sidebar**, left side of screen (ex. **Senior 20XX-20XX**).

2. Click **Enter** link in the red menu bar across top of screen.

3. Click on **Retention** to enter **End of Year Status**.

4. Click on correct End of Year Status and select from the following choices:
   · Enrolled in Same School
   · Enrolled in Different School
   · Left School
   · Graduated

   Note: Make sure to enter status for each student listed.

5. Click on Save All Changes .

Note: Just as the name states, the **End of Year Status** is entered at the end of the school year, on or before the May eNDMS data deadline.

September 30th Status

Start at the **Home Page**

1. Select roster in the **Navigation Sidebar**, left side of screen (ex. **Senior 20XX-20XX**).

2. Click **Enter** link in the red menu bar across top of screen.

3. Click on **Retention** to enter **September 30th Status**.

4. Click on correct September 30th Status and select from the following choices:
   - Enrolled in Same School
   - Enrolled in Different School; Same District
   - Enrolled in Different School; Different District
   - Did not Return; in GED
   - Did not Return; not in GED
   - Did not Return; Status Unknown
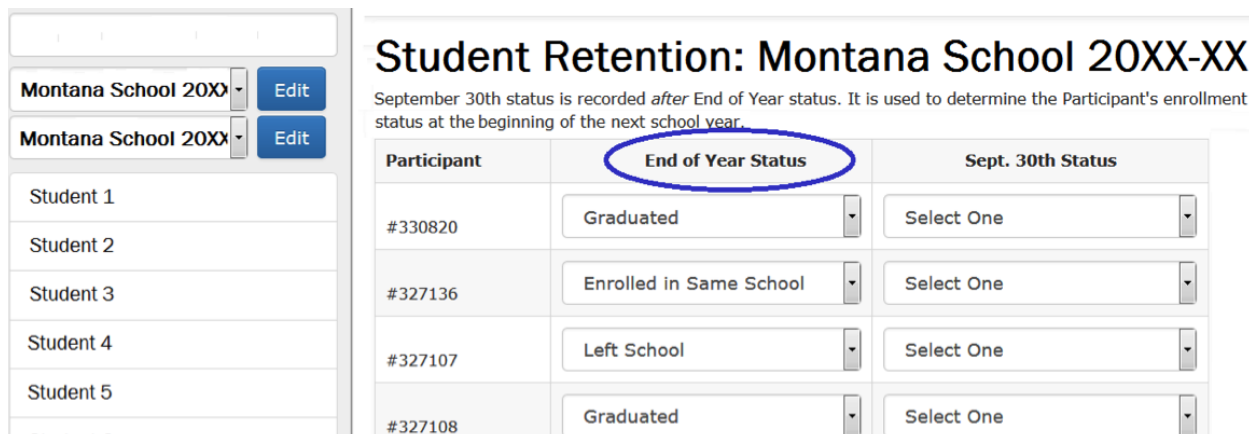   - Graduated

   Note: Make sure to enter status for each student listed.

5. Click on [Save All Changes].

Student Retention: Montana School 20XX-XX

September 30th status is recorded *after* End of Year status. It is used to determine the Participant's enrollment status at the beginning of the next school year.

Participant	End of Year Status	Sept. 30th Status
#330820	Graduated	Graduated
#327136	Enrolled in Same School	Enrolled in Same School
#327107	Left School	Did not Return; in GED
#327108	Graduated	Graduated
#327109	Enrolled in Different School	Enrolled in Different School; Different D

Montana School 20X | Edit

Student 1
Student 2
Student 3
Student 4
Student 5
Student 6
Student 7
Student 8

Enter

Profiles
Model Services
Tests
Progress Reports
Retention
Graduation
Follow-up Contacts

Note: If a senior has been marked Graduated in the **End of Year Status** (which you entered at the end of the previous school year) they will remain Graduated for the **September 30th Status**.

Student Follow-Up After High School

Follow-Up Contacts

Follow-up is completed on all seniors (grads and non-grads) for one year following graduation. The follow-up contact is to assure the student is doing well in their job or in school.

Offer guidance, and encourage the student to continue working toward improving their employment status.

There should be contact each month with the student, parent, or the student's employer.

Once the student is employed, it is recommended that you contact the employer early to ensure that the employment begins and continues in a positive manner.

Start at the **Home Page**

1. Select roster in the **Navigation Sidebar**, left side of screen (ex. **Senior 20XX-20XX**).

2. Click **Enter** link in the red menu bar across top of screen.

3. Click on **Follow-Up Contacts** in drop down menu.

4. You will notice all of the students needing follow up will be listed on this page.

5. Select **Type** of contact from drop down box (participant, employer, other).

6. Input **Date** of contact. Hint: The calendar will default to current date so make sure the correct date is selected.

7. Input **Length** of contact in *minutes*.

8. Select **Method** from drop down box (such as in person, phone, letter, social media, etc.).

9. Select **Status** from drop down box.

10. Write **Narrative** noting content of the contact. Include employer, position, wage, hours/week.

11. Click Save Changes .

Note: If you have entered a status that indicates a student is either employed or going to school, eNDMS will automatically prompt you to enter Job or School Placement Information. Instructions on how to enter both Job and School Placement Information continues on page 19.

Job Placement Information

Start at the **Home Page**

1. Select roster in the **Navigation Sidebar**, left side of screen (ex. **Senior 20XX-20XX**).

2. Click **Enter** link in the red menu bar across top of screen.

3. Click on **Jobs** tab in the dropdown menu shaded in gray.

4. Enter employment **Start Date**.

5. Complete **Job Details** section.

Entering Employer Information

1. Enter the employer name in the **Employer :: Select from the Employer Database** section to search JAG's national database of employers.

2. If the employer is not in the JAG National Database you will have to enter the employer information using the **Employer :: Create an Employer** section.

3. Enter **Business Name**, **Street Address**, **City**, **State**, **Zip**, **Phone Number**, **Website**, etc.

4. Enter Employer Contact Information (a direct contact point at employer).

5. Click **Save** .

Note: If you are having difficulties entered Job Placement data, please contact your Program Manager. We do not want you wasting too much time trying to enter placement data. Due to software used by eNDMS some Montana employer data will not enter. Note: If you are having difficulties entered Job Placement data, please contact your Program Manager. We do not want you wasting too much time trying to enter placement data. Due to software used by eNDMS some Montana employer data will not enter.

Entering School Placement Information

Start at the **Home Page**

1. Select last year's roster (last year's Seniors are the seniors in follow-up).

2. Click on **Student's Name** in the Navigation Sidebar, left side of screen.

3. Click on **Education** link in the drop down menu shaded in gray.

4. Enter education Start Date, **Expected Graduation** and **Career Goal** fields.

5. Complete **Current Status** section.

Entering School Information

1. Enter the employer name in the **School :: Select from Database** section to search JAG's national database of schools.

2. If the school is not in the JAG National Database you will have to enter the school information using the **School :: Create a School** section.

3. Enter **School Name**, **Street Address**, **City**, **State**, **Zip**, **Phone Number**, **Website**, **Type**, etc.

4. Enter School Contact Information.

5. Click **Save** .

Note: If you are having difficulties entered School Placement data, please contact your Program Manager. We do not want you to have to spend too much time trying to enter placement data. Due to software used by eNDMS some school data will not enter.

Data Analysis

Downloads

In order to review your data, you will need to create downloads, forms and reports. A Download allows you the ability to take raw data tables entered into eNDMS and manipulate that data to create customized reports.

A Form allows you the ability to view data summaries related to an individual student. Whereas, a Report allows you the ability to view summary data at the school, roster or group level.

Start at the **Home Page**

1. Go to **Review** in the **Navigation Toolbar**, across the top of your screen.

2. Click on the **Downloads** link in the drop down menu.

3. Select a download to run.

4. Enter parameters of report: **School**, **Roster**, **Students**, etc.

5. Click View to generate report.
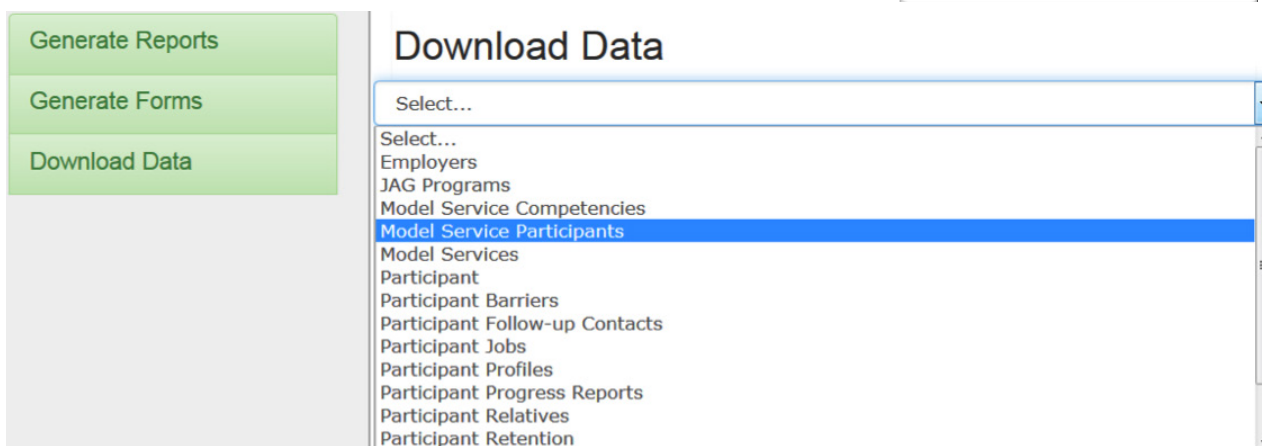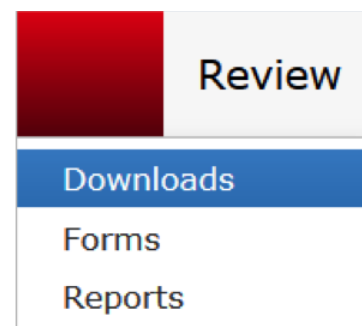
Example Downloads

- **Employers:** List of all employers that have been entered into the e-NDMS found in the Employer database.

- **Model Services Competencies, Model Services Participants, and Model Services:** These three combined create the complete record of all Model Service information.

- **Participant Barriers:** Information from individual Barrier Tracking

- **Participant Follow-Up Contacts:** Information from individual Follow-Up Contacts

- **Participant Jobs:** Individual Job Placement information

- **Participant Profiles:** Information from individual Participant Profiles
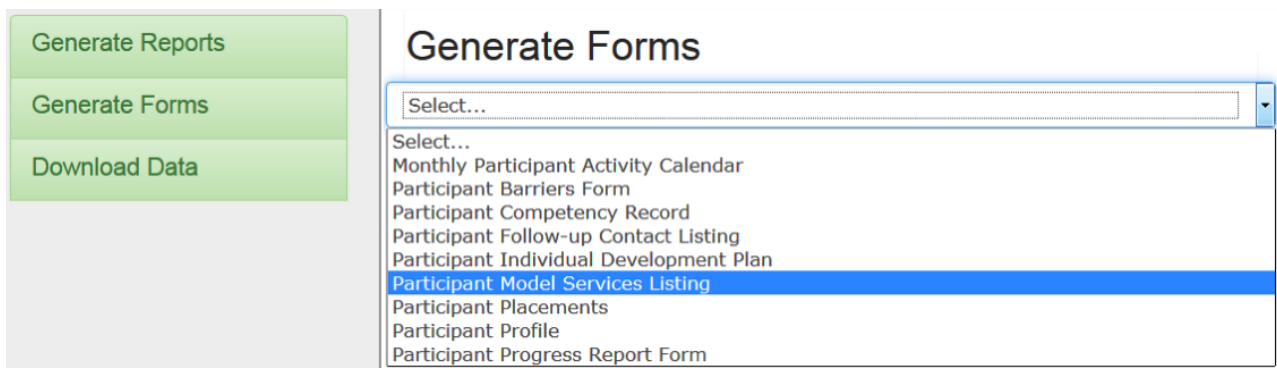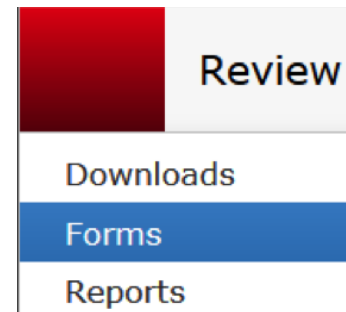
Forms

In order to review your data, you will need to create downloads, forms and reports. A Form allows you the ability to view data summaries related to an individual student.

A Download allows you the ability to take raw data tables entered into eNDMS and manipulate that data to create customized reports. Whereas, a Report allows you the ability to view summary data at the school, roster or group level.

Start at the **Home Page**

1. Go to **Review** in the **Navigation Toolbar**, across the top of your screen.

2. Click on the **Forms** link in the drop down menu.

3. Select a form to run.

4. Enter parameters of report: **School**, **Roster**, **Students**, etc.

5. Click View to generate report.

Example Forms

- **Monthly Participant Activity Calendar:** this shows the Model Service contact time by the activity category for each month.

- **Participant Barriers Form:** lists the Barriers for the participant as indicated on the Participant Profile. Will also show what barriers have been removed.

- **Participant Competency Record:** lists the Participant's progress in the attainment of the JAG competencies by attainment level.

- **Participant Follow-Up Contact Listing:** lists all follow-up contacts, including date, status, and narrative.

- **Participant Individual Development Plan:** lists participant Individual Development plan outline, including barriers, career section, summer plans, action steps, etc.

- **Participant Model Services Listing:** lists all Model Service contacts by date.

- **Participant Placements:** list any job or school placements for the individual participant.

- **Participant Profile:** shows the Profile information for the selected Participant.

- **Participant Progress Report Form:** shows all Progress Report information for every year the Participant for each year they are on a roster.
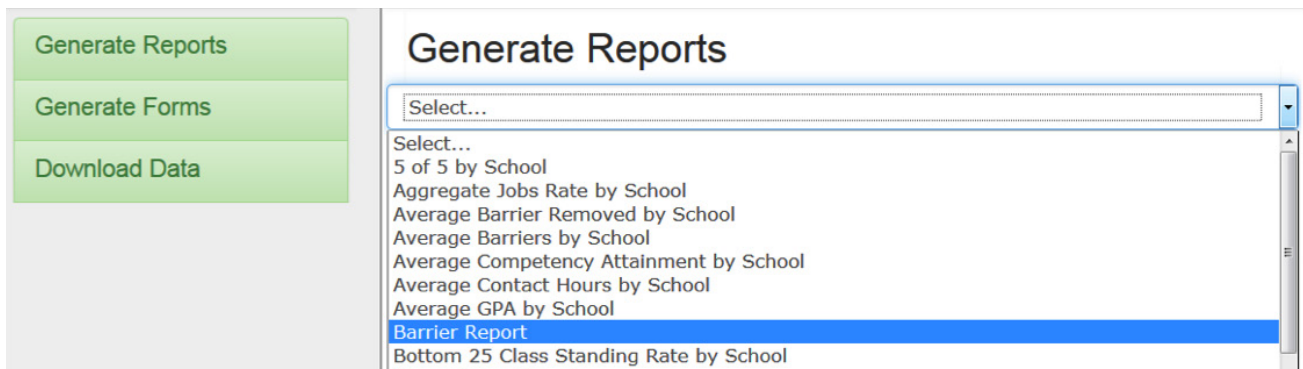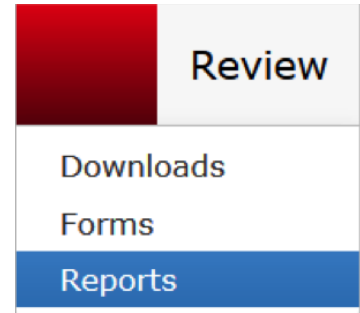
Reports

In order to review your data, you will need to create downloads, forms and reports. A Report allows you the ability to view summary data at the school, roster or group level.

A Download allows you the ability to take raw data tables entered into eNDMS and manipulate that data to create customized reports. A Form allows you the ability to view data summaries related to an individual student.

Start at the **Home Page**

1. Go to **Review** in the **Navigation Toolbar**, across the top of your screen.

2. Click on the **Reports** link in the drop down menu.

3. Select a form to run.

4. Enter parameters of report: **School**, **Roster**, **Students**, etc.

5. Click View to generate report.

Example Forms

- **5 of 5 by School:** Creates a report to show each 5 of 5 categories by school. Including graduation rate, job placement, positive outcome, full-time placement, and full-time job.

- **Aggregate Jobs Rate by School:** Creates a report to show how many total graduates your class has along with the job rate in a percentage.

- **Average Barrier Removed by School:** Creates a report listing total participants in the classroom and the average number of barriers removed per student.

- **Average Barriers by School:** Creates a report of the total number of students per class and the average number of barriers per student.

- **Average Competency Attainment by School:** Creates a report of the total number of students per class and the average number of competencies attained per student.

- **Average Contact Hours by School:** Creates a report of the average contact time in hours per student over the year.

- **Average GPA by School:** Creates a report that lists the total participants with GPA entered and averages those GPAs.

- **Barrier Report:** shows Barrier totals and percentages

- **Bottom 25 Class Standing Rate by School:** Creates a report showing the total number of students per class and the percentage of those students classified in the bottom 25% class standing.

- **Competency Report:** shows the number of Participants who have completed which competencies and at what level. Also available in a cumulative report.